

**SUMMARY OF THE  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
MARCH 20, 2002**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, March 20, 2002, at 11:00 a.m. Eastern Standard Time (EST). Chair pro tem Lara Autry of US EPA/OAR led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to address the agenda items as follows.

**INTRODUCTION**

Ms. Autry called the meeting to order and took attendance.

**REVIEW OF PREVIOUS MINUTES**

The minutes from the teleconference held on February 20, 2002, were reviewed and approved as amended.

**REVIEW OF ACTION ITEMS**

Action Item #1: Gene Tatsch reported on his conversation with Bruce Noe of the American Society of Testing and Materials (ASTM) as to how ASTM regulates participation.

**AMENDMENTS TO THE NELAC CONSTITUTION AND BYLAWS**

Ms. Autry recapped the decision arrived at during the meeting at Dallas, where it was decided that it would be inappropriate for this committee to draft a Constitution and Bylaws for the Standards Development Organization.

Proposed language for the Constitution and Bylaws for NELAC was reviewed, with some minor changes suggested. Ms. Autry will make these corrections and send the revised version to all members of this and the Transition Committee. The Constitution and Bylaws will be presented to the joint Transition/Program Policy and Structure Committee teleconference, scheduled for March 27, 2002. It is planned to have the proposed Constitution and Bylaws posted on the website by mid- April.

**FUTURE TELECONFERENCES**

The next teleconference will be the joint teleconference with the Transition Committee on March 27, 2002, at 1:00 p.m. EST and the next Program Policy and Structure teleconference is scheduled for April 03, 2002 at 11:00 a.m. EST.

## **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
MARCH 20, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Lara Autry will make revisions to the Constitution and Bylaws and forward it to both the Transition and Program Policy and Structure Committees	03/20/02

**PARTICIPANTS  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
MARCH 20, 2002**

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